

Invoice no.	賬單號碼:	<input type="text"/>
Customer no.	賬戶號碼:	<input type="text"/>
Contract no.	合約編號:	<input type="text"/>
Issue Date	結單日期:	15/06/2019
Invoice Amt (HKD)	賬單金額:	\$1,000.00
Page no.	頁數:	1

INVOICE 賬單

Billing Address

Current Charges (Invoice No. 49181705)

Charge for the 14th Billing Period from 30/06/2019 to 29/07/2019 - Entitled Free pages: B/W 1,500 pages & color 300 pages	Monthly Service Charge	HKD \$1,000.00
Excess charge for the 12th billing period: b/w	Excess Usage Charge	\$0.00
Excess charge for the 12th billing period: color		\$0.00
Invoice Amount (HKD)		\$1,000.00

Page Volume Status (Table A):

All actual pages used will be offset against the corresponding month's free page volume e.g. The first (1st) billing month for actual page usage will show on the third (3rd) basic monthly billing period and onwards.

For the 1st Anniversary (1st - 12th billing periods)	B/W Page				Color Page			
	Free Pages	Usage	Excess	Unused c/f	Free Pages	Usage	Excess	Unused c/f
Unused page(s) b/f from previous billing period(s) (1st - 11th)	2,241				1,743			
Add: The 12th billing period from 30/04/2019 to 29/05/2019	1,500				300			
Less: 12th meter usage from 30/04/2019 to 29/05/2019 (Table B)		1,127				351		
No. of excess page(s) / Unused page(s) c/f	3,741	1,127	0	Remark 1	2,043	351	0	Remark 1

MACHINE(S) DETAILS (Table B):

Please report next meter reading on or before 29/06/2019 **Excess Usage**

No.	Model/Serial no.	B/W Reading				Color Reading			
		Start	End	No. of service copy	Usage	Start	End	No. of service copy	Usage
1	MP C2004EXSP <input type="text"/> ***** Apply for @Remote service today for auto-meter reporting and service support. For details please call CS hotline at 2833 1111. *****	30/04/19 21,504	29/05/19 22,631	0	1,127	30/04/19 1,618	29/05/19 1,969	0	351
Total Usage					1,127				351

Remark 備註:

- According to the agreement, any unused free page volume would be forfeited upon the expiration of every anniversary period (12 months).
根據合約條款，所有剩餘之免費頁數會於該年度（每十二個月）自動扣除。
- Please report your meter reading by sending counter sheet to fax no. (852) 2880 6088 within 5 working days from the last Business Day of each billing period. Thereafter, RHK reserves the right to count the meter reading as the usage of the following billing period.
請於每賬單期之最後一個工作天起之 5 個工作天內傳真咪錶用量至 (852) 2880 6088。理光香港保留權利將逾期遞交之咪錶用量，計算於下一個賬單期內。
- Should there be any variation in interpretation of the terms and conditions, the terms and conditions of the signed original agreement shall prevail. 所有條款以簽署之正本合約為依歸。
- For any change on customer information, please complete the form on the reverse side and fax to (852) 2893 2803. 如須更改客戶資料，請填對背頁並傳真至 (852) 2893 2803。

Billing Address

Invoice no.	賬單號碼	<input type="text"/>
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Contract no.	合約編號	<input type="text"/>
Invoice Amt. (HKD)	賬單金額	\$1,000.00

Payment Method 付款方法:

Payment should be made by crossed cheque and payable to " Ricoh Hong Kong Limited ". Please return this portion together with your payment to P. O. Box 68146, Kowloon East Post Office.

請以劃線支票付款，抬頭人請註明「理光(香港)有限公司」。請將支票連同此存根寄：東九龍郵政局郵政信箱 68146 號本公司收。

To protect our environment, please consider autopay arrangement by simply filling your information (Name: _____ Tel: _____). We will contact you shortly for further arrangement.

為響應環保，請考慮以自動轉賬方式付款。只需填妥簡單資料(姓名: _____ 電話: _____)，以便稍後有專人與閣下聯絡。

Notice 注意:

No receipt will be issued for all cheque payment by post. 所有郵寄支票款項，本公司將不發收據。
Post-dated cheque is not accepted. 期票恕不接受。

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